

Hunter College - Evening Session - 1919-1920

4897e
1919/20



Hunter College
of the City of
New York

THE FUND
OF THE
UNIVERSITY OF ILLINOIS

UNIVERSITY OF ILLINOIS LIBRARY

EVENING SESSION

1919-20

BULLETIN OF INFORMATION

UNIVERSITY OF ILLINOIS

APR 27 1920
Administrative Library

SEPTEMBER 23, 1919 TO JUNE 12, 1920

LEXINGTON AVENUE and SIXTY-EIGHTH STREET

Officers of Administration and Instruction

GEORGE SAMLER DAVIS, LL. D.
President of the College

A. BUSSE, Ph. D.
Director of the Evening Session

LILLIAN M. SNOW, A. M.
Registrar

Officers of Instruction (From the Teaching Staff of the College)

BLANCHE BRINE, SC. M.	<i>Assistant Instructor in Physiology and Hygiene</i>
CLARA BYRNES, A. M.	<i>Instructor in English</i>
GERTRUDE E. BUGGELN, A. B.	<i>Assistant Instructor in Physics</i>
CLARA BYRNES, A. M.	<i>Instructor in English</i>
PAUL M. CRU	<i>Instructor in French</i>
EDGAR DAWSON, Ph. D.	<i>Professor of History and Political Science</i>
HENRY T. FLECK	<i>Professor of Music</i>
E. ADELAIDE HAHN, A. M.	<i>French</i>
FRANCES A. HALLOCK, A. M.	<i>Instructor in Natural Science</i>
LEWIS D. HILL, A. M.	<i>Professor of Chemistry and Physics</i>
MARY F. HIGGINS, A. M., Ph. D.	<i>Assistant Professor of Education</i>
SALLY E. KUTZ, M. Sc.	<i>Instructor in Hygiene</i>
ELIZABETH VERA LOEB, A. B.	<i>Assistant Instructor in English</i>
JULE G. MCGRATH, A. M.	<i>Instructor in Natural Science</i>
MABEL L. MERRIMAN, A. M.	<i>Assistant Professor of Natural Science</i>
AUGUSTA W. NEIDHARDT, A. B.	<i>Assistant Instructor of Physical Education</i>
MABEL M. RITTI, A. M.	<i>Assistant Instructor in Physiology and Hygiene</i>
ADELHEIT M. STEENECK, A. M.	<i>Assistant Tutor in Mathematics</i>
MABEL H. TAYLOR, A. B.	<i>Assistant Professor of Physical Training</i>
EDNA M. WELLS, A. B.	<i>Assistant Instructor in Art</i>
GEORGE M. WHICHER, A. M., Litt. D.	<i>Professor of Latin and Greek</i>
MARGARET BARCLAY WILSON, M. Sc., M. D.	<i>Professor of Physiology and Hygiene</i>

(Instructors and Lecturers not from the Teaching Staff of
Hunter College)

DORA ASKOWITH, Ph. D.	<i>Instructor in History</i>
EDGAR BEDFORD, Ph. D.	<i>Head of Science Department DeWitt Clinton High School, N. Y. City</i>
MADLINE COMPTON, A. B.	<i>Piano</i>
MARY CERMACK, A. B., A. M.	<i>English</i>
CARLOS K. FIGAROLA	<i>Assistant in Spanish, DeWitt Clinton High School</i>
HENRY GOLDBERGER	<i>Principal P. S. 18, Manhattan, N. Y.</i>
R. T. GREEN, A. M.	<i>Head of Commercial Department, High School of Commerce, N. Y. City</i>
BELLE HEALEY, A. B.	<i>Gregg Stenography</i>
J. H. IDE, A. M., M. C. S.	<i>Auditor, Mount Sinai Hospital</i>
ROSE LICHTERMAN, A. B.	<i>Instructor Pitman Stenography, Washington Irving High School</i>
LUDWIG LEWISOHN, Ph. D.	<i>Professor, Ohio State University</i>
M. S. LOBENTHAL, B. C. S., A. M.	<i>Instructor, Julia Richman High School</i>
SHIRLEY V. LONG, A. M.	<i>Instructor in English Extension Division, Columbia University, N. Y. City</i>
M. A. LURIA, A. M.	<i>Acting Head of the Department of Spanish DeWitt Clinton High School, N. Y. City</i>
G. W. MEAD, A. M.	<i>Instructor in English, Columbia University, N. Y. City</i>
BULA MINER, A. B.	<i>Stenography and Typewriting</i>
WILLIAM O'FLAHERTY, Ph. D.	<i>District Superintendent Board of Education, N. Y.</i>
SAMUEL W. PATTERSON, Ph. D.	<i>Head of English Department DeWitt Clinton High School, N. Y. City</i>
THEODORA POPE, A. M.	<i>Formerly Instructor of Costume Design Teachers' College, Columbia University, N. Y. City</i>
ARTHUR B. SUGERMAN, A. B.	<i>Head of Stenography Department Julia Richman High School</i>
JOHN S. ROBERTS, Ph. D.	<i>District Superintendent Board of Education, N. Y. City</i>
ADELA J. SMITH, A. M.	<i>Assistant Director of Physical Training Public Schools, N. Y. City</i>
ARRIETTA SNYDER, A. B.	<i>Education</i>
JACOB SOPOSNEKOW, A. M.	<i>Sociology</i>
FRANCES SO RELLE	<i>Member of Gregg Publishing Co.</i>
GRACE A. STONE, A. M.	<i>Natural Science</i>
A. TANNENBAUM, A. M., L. L. B.	<i>Commercial Law</i>
RAYMOND M. WEAVER, A. M.	<i>Instructor in English Columbia University, N. Y. City</i>

Calendar

1919

September 24, 25, 26, 7-10 P. M. Registration and Enrollment.
September 27, 3-5, 7-9 P. M. Registration and Enrollment.
September 29. First semester work begins.
October 13. Holiday—Columbus Day.
November 4. Holiday—Election Day.
November 27, 28. Holidays—Thanksgiving.
December 20-January 2. Christmas vacation.

1920

January 5. Class work resumed.
January 26-30. Examinations.
February 5, 6, 7-10 P. M. Registration and Enrollment.
February 7, 3-5, 7-9 P. M. Registration and Enrollment.
February 9. Second semester work begins.
February 12. Holiday—Lincoln's Birthday.
February 23. Holiday—Washington's Birthday.
March 29-April 3. Easter vacation.
May 30. Holiday—Memorial Day.
June 1-5. Examinations.

Location

Hunter College occupies the block between Park and Lexington Avenues, 68th to 69th Street. It can be reached by Madison, Lexington, or Third Avenue surface cars, Third Avenue Elevated (67th Street station), or Lexington Avenue Subway (Hunter College station, 68th Street). The Evening Courses are held in the Lexington Avenue end of the building.

Admission

The Evening Courses are open to:

I. Matriculated Students:

All students who fulfil the requirements for admission to the courses of Hunter College which lead to academic degrees. For requirements for admission, see page 6.

II. Non-matriculated Students:

- a. Graduates of High Schools or technical schools of equivalent rank.
- b. Graduates of colleges who wish to pursue special work.
- c. All other persons over 18 years of age whose qualifications are approved by the instructors of the courses in which they wish to enroll.

Fees

Matriculated students are exempt from payment of fees, except in courses requiring special fees. The amount of the special fee is printed after the description of the course.

Non-matriculated students will be charged on the basis of \$2.50 per credit hour in academic subjects, with the following exceptions: City employees and college graduates will be charged \$1.50 per credit hour. All fees are payable in advance and will be refunded only if courses are not given.

Courses requiring special fees will be charged as indicated in the printed description.

Students enrolling after the registration is closed (September 27 or February 7) will be charged 10 per cent. of the regular fee for each course.

Matriculation

Students wishing to matriculate should file their applications and credentials with the Director of Hunter College Evening Session on or before September 23, 1919.

Special blanks for application and for certification of credentials should be obtained at an early date from the Director's office. No other form of application for admission will be accepted.

Registration and Enrollment

Students who were in attendance last term should enroll in new courses September 23, 1919, 7-10 P. M.

Registration and enrollment of new students will take place September 24, 25, 26, from 7 to 10 P. M., and September 27, from 3 to 5 and from 7 to 9 P. M.

College graduates must file with the Director a special letter from their college, certifying their graduation.

City employees who do not qualify as matriculated students must bring letters from their heads of divisions indicating their official position in the civil service system.

Teachers of the public and high schools of the City must present statements from their respective principals that they are members of the teaching staff.

Credit

Toward academic degrees:

All courses listed as carrying credit will be credited toward academic degrees for matriculated students. No others will be credited.

Toward promotion licenses:

The Department of Education of the City of New York will accept, in lieu of the paper in methods of teaching in the examination for promotion license, one sixty hour course (4 credits) or two thirty hour courses (2 credits each) in the science of education.

License as Assistant to Principal in Elementary Schools:

Exemption from the academic examination is accorded to applicants who complete courses which shall have been pursued during at least two thirty days' sessions of a summer school, or during one school year and one summer session, and shall have amounted to at least one hundred and twenty hours, as follows: In the science of education, sixty hours; and in a (single) branch of literature, science or art, sixty hours.

License as Principal in Elementary Schools:

Exemption in one or two of the groups named B, C, D, E and F (logic and psychology; algebra, geometry and trigonometry; physics, chemistry, physiology and hygiene; physical and mathematical geography, United States history and civil government; a language and its literature, viz.: Greek, Latin, French, German, Spanish or Anglo-Saxon) is granted to applicants who present certificates obtained by examination on completion of satisfactory college courses. For ex-

emption in any group, at least sixty hours' attendance must have been given to not more than two of the subjects embraced in such group.

For further information concerning credits for Department of Education examinations, inquiries should be directed to the Department of Education, 500 Park Avenue, New York City.

Certificates

Upon satisfactory completion of a course with a grade of not less than D, the student will receive a certificate signed by the Director.

No certificate will be issued and no credit given to a student who has failed in examination or who has been absent from 20 per cent of the assigned hours.

Examinations

Every student must pass a final examination in every course for which she wishes to receive a certificate or credit toward an academic degree. Courses for which no credit is listed in the department announcements will not be credited toward a degree.

REQUIREMENTS FOR MATRICULATION

Residence in the City of New York

It is a requirement for admission that the student and her parents or legal guardian must reside in the City of New York. The applications of those who cannot fulfil this requirement will not be considered.

Preparation

Students are admitted in February and in September. They may fulfil the requirements regarding preparation according to either of two plans, Plan A or Plan B:

Plan A. Fifteen Units

The candidate must present satisfactory credentials certifying to the completion of subjects aggregating fifteen (15) units (see page 7).

The candidate may make up any or all of these 15 units by passing entrance examinations. These examinations occur regularly on the first two days of each term. The content of each subject is defined by the syllabus of the Department of Education of the State of New York, and by that of the College Entrance Examination Board.

In lieu of entrance examinations the following credentials, certifying to the satisfactory completion of such part of the requirements listed, as they actually cover, will be accepted:

1. Certificates, issued by the Regents of the University of the State of New York, showing examinations passed, with grades of not less than 65 per cent, in January or in June. September examination grades will **not** be accepted.

2. Certificates, issued by the College Entrance Examination Board, showing examinations passed with grades of not less than 65 per cent.

3. In the case of students who have prepared at high schools outside the State of New York, the certificate of the preparatory school **may be** accepted, but all such students will be required to pass the Hunter College entrance examination in English 4th year and in requirement number 8 (advanced language, advanced science, or advanced mathematics).

SUBJECTS REQUIRED FOR ENTRANCE UNDER PLAN A.

PREScribed

	UNITS
1. English, 4 years.....	3
2. Elementary Algebra	1
3. Plane Geometry	1

ALTERNATIVE

(For details, see table given below)

4. Two Elementary Languages (2 units each).....	4
5. One Intermediate Language.....	1
6. Elementary Science	1
7. History	1
8. Advanced Language, or Advanced Science, or Advanced Mathematics	1

ELECTIVE

(For details, see table given below)

9. Subjects not offered as part of the above.....	2
Total units.....	15

TABLE OF ALTERNATIVE AND ELECTIVE SUBJECTS.

Foreign Languages	Elementary	Units	Inter-mediate	Units	Advanced	Units
Latin	2 years	2	3d year	1	4th year	1
Greek	"	2	"	1	"	1
French	"	2	"	1	"	1
German	"	2	"	1	"	1
(Less than 2 years of a language is not accepted)						
Sciences	Elementary	Units			Advanced	Units
Physics	1st year	1			2d year	1
Chemistry	"	1			"	1
Physiography	"	1			"	1
Botany					"	1
Zoology					"	1
(1st year Botany not accepted unless 2d year is offered)						
History	3 hrs. per week	Units		5 hrs. per week		Units
Ancient	1 year	$\frac{1}{2}$		1 year		1
English	"	$\frac{1}{2}$		"		1
American and Civics				"		1
Modern	Part I	$\frac{1}{2}$				
"	Part II	$\frac{1}{2}$				
Mathematics					Units	
	Intermediate Algebra				$\frac{1}{2}$	
	Solid Geometry (Advanced Mathematics)				$\frac{1}{2}$	
	Plane Trigonometry (Advanced Mathematics)				$\frac{1}{2}$	

ANNOUNCEMENT OF COURSES

In addition to the courses announced below, any other course announced in the regular college catalog will be given in the Evening Session if demanded by a sufficient number of students.

The Committee on Evening Classes reserves the right to change the time at which courses are announced or to withdraw them altogether.

The numbers given with individual courses are taken from the college catalog and indicate the place these courses have in the regular college curriculum.

Unless specified to the contrary in the description, courses given in the fall term will be repeated in the spring term.

DEPARTMENT ANNOUNCEMENTS.

Art.

51-52—Studio Practice. Drawing from cast, still-life, and sketching from life in pencil, charcoal, and water color. The cast drawing may include drawing from full length cast, as well as from head, if the student is sufficiently advanced; the sketching from life may include drawing in charcoal of the head and full length costumed model. 2 periods, one year; 2 credits. Hours to be arranged September 29, 7 P. M. Room 509. Laboratory fee \$3.00.

61-62—Design. A course which aims to develop the power of original art expression through the study and appreciation of the highest examples of painting, sculpture, architecture, textiles, prints, etc. Problems in abstract design in line, dark and light, and color. Symbolic design, wood-block printing, and color theory. In charcoal, ink, water-color, oil, and tempera medium. 2 periods, one year; 4 credits. Tuesday, 4-6 P. M. Room 508. Laboratory fee \$3.00.

E 81—Costume Design. Elementary. Design in costume expressed through exercise in line; harmonies of tone; harmonies of color. Problems include work in design for good spacing, sketching, and arrangements of costumes. Original designs for gowns, suits and hats, etc. Work in charcoal, brush and ink, water-color, tempera, and cut paper. 60 hours, one half-year; 2 credits. Mrs. Pope. Monday and Wednesday 7.30-9.30. Room 511. Lab. fee \$5.00.

E 82—Costume Design. Advanced. Composition and pageantry. A course in appreciation and creation of fine relations of line-tone and color as applied to costuming for groups. Problems include advanced costume designing in relation of costumes to backgrounds. Arrangements of historic costumes. Designs for pageants, playlets, etc. Work in tempera, water-color, brush and ink, cut paper, etc. Prerequisite: course 81 or equivalent. 60 hours, one half-year; 2 credits. Mrs. Pope. Monday and Wednesday 7.30-9.30. Room 511. Lab. fee \$5.00.

E 83-84—Lettering and Design. A course in design to develop the finest appreciation and original expression in all the uses of lettering. Posters, book-pages, illuminations, title pages, etc. Art 61 advised as preparation. 2 periods, one year; 4 credits. Thursday 7-9. Room 507.

Classics

E 1—Beginners' Course. Elements of Latin; rapid reading of easy prose. 3 periods, one half-year; 3 credits. Tuesday and Thursday 7-8.20. Room 401.

E 11—Literature of the Augustan Age I. Selections from Livy I-VI and Vergil's Aeneid VI-XII. Outlines of the Literary History of Rome. 3 periods, one half-year; 3 credits. Miss Hahn. Tuesday and Thursday 8.25-9.45. Room 401.

Education

E 1—Logic. This course treats of the principles of correct reasoning and of the relation of logic to education. Textbook study. Selections from newspapers and magazines for practice in defining, classifying, and detecting fallacies. Required of all candidates for the degree. 3 periods, one half-year; 3 credits. Tuesday and Thursday 7-8.20. Room 208.

E 5-6—Psychology. A course in descriptive psychology, which includes the study of the fundamental elements of consciousness and the analysis of the complex mental processes of memory, imagination, and reason. This course is designed to help the student interpret mental phenomena in individual and social life. Required of all candidates for the degree. 2 periods, one year; or 4 periods, one term; 4 credits. Monday and Wednesday 7-9. Room 107.

E 57—Psychology of Exceptional Children. Applied Psychology. Methods for defectives, deficient, and delinquents. Observation in ungraded classes, in classes for the blind, and for the deaf; clinical studies, practical manual arts for exceptional children. Prerequisite: courses 5-6, 7. 3 periods, one half-year; 3 credits. Prof. Higgins. Wednesday and Thursday 4.30-5.50. Room 107.

E 3-4—History of Education. A study of the theory and practice of education from Oriental education to the present. The aim is to furnish an historical background for the study of the present-day problems. A study of the leading educational classics. E 4 will be given in the fall term; E 3 in the spring term. 2 periods, 2 credits, first half-year. 3 periods, 3 credits, second half-year. Tuesday 7-9. Room 208.

Principles and Methods of Teaching English to Foreigners and the Education of the Immigrant.

Materials and Methods of Teaching Spanish.

Methods of Teaching in Elementary Schools.

Practical Problems in Class Teaching and Management.

Methods of Teaching Civics.

Clinic for the Correction of Speech Defects.

Technical Training in Physical Care and Instruction of Physically Handicapped Children.

Methods of Teaching Pitman Stenography.

Methods Course in Typewriting and Office Practice.

Methods of Teaching Gregg Stenography.

Methods in General Science.

Methods of Teaching Dramatics.

For above courses see Extension Courses.

English

Division I. Literature and Composition

E 11—English Composition. Review of fundamental principles; theory and practice of exposition; rapid theme work in class; short

weekly themes; two essays a term; conferences. Required of all freshmen. 3 periods, one half-year; 3 credits. Given in fall term 1919-1920. Monday and Wednesday 8.25-9.45. Room 204.

E 12—English Composition. Exposition continued; description and narration; rapid theme work in class; weekly themes. Required of all freshmen. 2 periods, one half-year; 2 credits. Given in spring term 1920. Friday 7-9. Room 204.

E 13-14 and 114—English Literature. General course in the history of English and American literature, with special study of important types; occasional themes. Required of all students in their sophomore year. 3 periods, one year; 6 credits. Mr. Weaver. Monday and Wednesday 7-8.20. Room 207.

E 125—The English Novel. Introductory lectures; reading and analysis of representative novels; notebooks required. Required of all students in the English minor; optional to juniors and seniors. 3 periods, one half-year; 3 credits. Mr. Mead. Given in spring term 1920. Monday and Wednesday 7-8.20. Room 203.

E 226—English Composition: the Short Story. Study of the evolution of the short story as a literary type, with illustrative reading; analysis of typical short stories; constructive work; conferences. Required of all students in the English minor not electing English 126. Optional to juniors and seniors. 3 periods, one half-year; 3 credits. Miss Shirley V. Long. Tuesday and Thursday 8.25-9.45. Room 210.

E 227—The Short Story. Continuation of course 226. Fee \$5.00. Tuesday 7-8. Room 210.

27—Victorian Poetry. Study of representative Victorian poetry, with stress on the works of Tennyson and Browning. Required of all students in the English minor. Prerequisite: English 26; optional to juniors and seniors. 3 periods, one half-year; 3 credits. Given in fall term 1919-1920. Monday and Wednesday 7-8.20. Room 203.

26—English Poetry of the Early Nineteenth Century. Study of the development of English poetry during the Romantic Revival, with stress on the works of Wordsworth, Coleridge, Shelley, and Keats. Required of all students in the English minor; optional to juniors and seniors. 3 periods, one half-year; 3 credits. Given in spring term 1920. Monday and Wednesday 7-8.20. Room 203.

Division II. Spoken English

E 52—The Speaking Voice. Principles governing the right use of the voice, and exercises, physical and vocal, for its improvement. Required of all students in their second half-year. 1 period, one half-year; $\frac{1}{2}$ credit. Miss Loeb. Thursday 7.20-8.20. Room 206.

E 53—Phonetics. A study of sound-elements and exercises, physical and vocal, for the improvement of articulation and voice. Required of all students in their third half-year. 1 period, one half-year; $\frac{1}{2}$ credit. Prof. Prentiss. Tuesday 7-8. Room 206.

E 58—Methods of Teaching Dramatics in Secondary Schools. A study of imagination and the dramatic instinct, and their development through plays, with practical suggestions in dramatizing stories and staging plays. 2 periods, one half-year; 2 credits. Prof. Prentiss. Tuesday 4.15-6. Room 206.

E 154A—Stories and Story Telling. A study of types of stories and methods of story telling. Intended for prospective librarians and social workers. 2 periods, one half-year; 2 credits. (If offered for credit, must be taken in conjunction with, or following, 52.) Thursday 8.25-9.45, Room 206; Friday 4.15-6, Room 206.

DEPARTMENT OF ROMANCE LANGUAGES

French

E 1—Elementary French. Beginners' class. Required of all students in the French minor, and of all others who are taking Elementary French as their required modern language. 3 periods, one half-year; 3 credits. Miss Hahn. Tuesday and Thursday 7-8.20. Room 308.

E 2—Elementary French. Continuation of E 1. 3 periods, one half-year; 3 credits. Miss Hahn. Monday and Wednesday 8.25-9.45. Room 308.

E 3—Elementary French. Continuation of E 2. 3 periods, one half-year; 3 credits. Miss Hahn. Tuesday and Thursday 8.25-9.45. Room 308.

U—Elementary French. Continuation of course 3. Required of all students in the French minor; optional to all other students who have completed course 3, or its equivalent. 3 periods, one half-year; 3 credits. Miss Hahn. Hours to be arranged. First meeting Monday, September 29, 7-8.20. Room 308.

V—French Literature. Elementary introduction to French literature, with French composition. Required of all students in the French minor. 3 periods, one half-year; 3 credits. Miss Hahn. Monday and Wednesday 7-8.20. Room 308.

E 11-21—Introduction to French Literature. The classic period. One hour (21) devoted to students' reports on the history of the period. Required of all students in the French major. 3 periods, one half-year; 3 credits. Mr. Cru. Given in fall term. Tuesday and Thursday 8.25-9.45. Room 309.

E 12-22—Introduction to French Literature. The modern period. One hour (22) devoted to students' reports on the history of the period. Prerequisite: course 11-21. Required of all students in the French major. 3 periods, one half-year; 3 credits. Mr. Cru. Given in spring term. Tuesday and Thursday 8.25-9.45. Room 309.

13-63—The Romantic Movement from 1819 to 1843. Lamartine, Musset, Vigny, Saint-Beuve, Michelet. Required of all students in the French major. 3 periods, one half-year; 3 credits. Mr. Cru. Given in fall term. Tuesday and Thursday 7-8.20. Room 309.

14-64—The Classic Drama. Corneille, Racine. Required of all students in the French major. 3 periods, one half-year; 3 credits. Mr. Cru. Given in spring term. Tuesday and Thursday 7-8.20. Room 309.

Commercial French. 30 hours. No credit. Fee \$7.50. Planned for students who have had at least four years high school French. A study of the vocabulary and forms of French commercial letters, including a great deal of practice in writing. Mr. Cru. Monday and Wednesday 8.20-9.45. Room 309.

Courses given under the joint auspices of the Alliance Française^{FF} and the Evening Session. See special announcement. ⁱⁱ

Note:—In all French courses French will be the language of the classroom. ⁽⁸⁾
⁹⁶

Spanish.

E 1—Beginners' Course I. Thorough grounding in pronunciation, grammatical forms, and the important rules of syntax. Considerable drill, both oral and written, will be given, and at an early point in the course the reading of short, easy stories will be part of the daily lesson. In so far as possible, Spanish will be the language of the classroom. Textbooks: *A Spanish Grammar*, Coester; *Elementary Spanish Reader*, Harrison. 3 periods, 3 credits. Mr. Figarola. Tuesday and Thursday 7-8.20. Room 307.

E 2—Beginners' Course II. Continuation of Spanish 1. Prerequisite: Spanish 1. 3 periods; 3 credits. Mr. Figarola. Tuesday and Thursday 8.25-9.45. Room 307.

E 3—Beginners' Course III. Continuation of Spanish 2. Mr. Figarola. Monday and Wednesday 7-8.20. Room 307.

Commercial Spanish. The object of this course is to give to the student practice in spoken and written Spanish with special reference to a review of the grammar, commercial practice, composition, reading, dictation, and letter writing. Prerequisite: one year of college Spanish or its equivalent. 3 periods. Mr. Luria. Monday and Wednesday 7-8.20. Room 306. Fee \$7.50.

Spanish Conversation and Composition. The purpose of this course is to enable the student to secure a certain degree of fluency in spoken Spanish. The work will consist in conversation based on a suitable reading text, dictation, written and oral reproduction of short stories, and anecdotes told by the instructor. Teachers of Spanish or those who intend to teach Spanish will find this course particularly helpful. Prerequisite: one year of college Spanish or its equivalent. 3 periods. Mr. Luria. Monday and Wednesday 4.15-6. Room 306.

Materials and Methods in the Teaching of Spanish. This course is intended for teachers of Spanish, and will deal with the general principles underlying the teaching of Spanish, with methods of teaching and with the organization of Spanish instruction in secondary schools. Courses of study, textbooks, grammar, history, literature, pictures and charts form the chief topics of study. Mr. M. A. Luria. Thursday 4.15-6. Room 206.

Italian.

E 1-2—Beginners' Class. Optional to students of all departments. 3 periods, one year; 6 credits. (1) Given in fall term 1919-1920, Monday and Wednesday 7-8.20, Room 304. (2) Given in spring term 1920, Monday and Wednesday 8.25-9.45. Room 304. Mr. Barberis.

E 3—Continuation of 1-2. Optional to students of all departments. Given in fall term 1919-1920. Monday and Wednesday 8.25-9.45. Room 304. Mr. Barberis.

German

E 1-2—Beginners' Class. Required of all students who enter without German and take Elementary German as a minor or as the required modern language. 3 periods, one year; 6 credits. (1) Given in fall term 1919-1920, Monday and Wednesday 7-8.20, Room 502. (2) Given in spring term 1920, Monday and Wednesday 7-8.20, Room 502.

E 11—Schiller. Life, dramas and poems. Open to students entering with Intermediate German. Required of all students in the German major. 3 periods; 3 credits. Given in fall term 1919-1920. Monday and Wednesday 8.25-9.45. Room 502.

12—Goethe. Life, dramas, and poems. Prerequisite: course 11. Required of all students in the German major. 3 periods, one half-year; 3 credits. Given in spring term 1920, Monday and Wednesday 8.25-9.45. Room 502.

History and Political Science

History 11-12—Western Europe. An introductory course dealing with the salient phases of the political, economic, and social development of Europe. Required of all students except those who had European History in the high school. Credited in the History major. 3 periods, one year; 6 credits. History 11, Monday and Wednesday 7-8.20; History 12, Monday and Wednesday 8.25-9.45. Room 409.

History 13-14—American History. A study of the development of the United States since 1789 with special emphasis on the period since 1865. Optional to those who have completed course 11-12. Required of all students in the History major. 3 periods, one year; 6 credits. History 13 given in fall term; History 14 given in spring term. Tuesday and Thursday 8.25-9.45. Room 409.

Government E 15-16—Principles of Government. A study of the government of the United States, local, state, and federal, with some comparisons with European practice. Optional to those who have completed course 11-12. Required of all students in the Political Science minor. 3 periods, one year; 6 credits. Hours to be arranged. First meeting September 30, 7 P. M. Room 410.

History 23-24—English Institutions. A study of the origin and development of English institutions from the earliest times to the reform of 1832. Optional to those who have completed course 11-12. 3 periods, one year; 6 credits. History 23 given in fall term; History 24 given in spring term. Tuesday and Thursday 7-8.20. Room 409.

Sociology 17-18—Principles of Sociology. An elementary study of the nature and laws of human society and of the principal forms of social organization. 3 periods, one year; 6 credits. Sociology 17 given in fall term; Sociology 18 given in spring term. Tuesday and Thursday 8.25-9.45.

Economics 25-26—Elements of Economics. An elementary study of economic and industrial theory and organization, leading to the application of economic theory to familiar problems. Required of all students in the Political Science minor. 3 periods, one year; 6 credits. Economics 26 given in fall term; Economics 25 given in spring term. Tuesday and Thursday 7-8.20.

Government E 27. A course in the methods of teaching Civics, with particular reference to the new course being offered in the New York City schools. 30 hours. Dr. Luetscher. Saturday 10-12. Room 411.

Additional courses will be organized if requested by a sufficient number of students majoring in History and Political Science.

Mathematics

E 11—Plane Trigonometry. This course includes practical work with the transit and the slide rule. Required of all students who do not present Plane Trigonometry for entrance. Credited in the Mathematics major. 4 periods; 3 credits. Tuesday and Thursday 7-8.20. Room 301.

E 12—College Algebra I. Indeterminate equations; variation, harmonic progression, undetermined coefficients including expansion into power series, partial fractions and revision of series; binominal theorem for fractional and negative exponents; logarithms; permutations and combinations; graphic work. Required in the Mathematics major. 2 periods; 2 credits. Friday 7-9. Room 301.

E 13—Solid Geometry. Required in the Mathematics major. Required of all students not in the Mathematics major who present Trigonometry for entrance, but do not present Solid Geometry. 3 periods, one half-year; 3 credits. Tuesday and Thursday 8.25-9.45. Room 301.

Music

E 11—Theory. Elementary. Scientific basis and structural elements of music; diatonic harmony; major, minor, and diminished triads; chords of the seventh and their inversions; exercises in harmonic successions, and in harmonizing short melodies. 1 period; $\frac{1}{2}$ credit. Monday 7-8. Room 156.

E 12—Theory. Intermediate. Continuation of course 11. 1 period; $\frac{1}{2}$ credit. Monday 8.25-9.25. Room 156.

E 21-22—Voice Culture. An individual course including voice placement, development of tone, and the study of songs. Very often small voices are developed into large and powerful voices through the skill and judgment of a good teacher. This course is of special value to school teachers in training them to the proper use of the voice in speech as well as song. It is also of value to those who wish to learn how to sing as an accomplishment. 1 period; $\frac{1}{2}$ credit. \$10.00 per term. Miss Price. Hours by special arrangement with instructor.

Special Classes for Piano and Violin.

Piano. The music department offers instruction in piano from the elementary grades through the most advanced. Special terms. Class lessons and individual work. \$10.00 per term. Miss Compton and Miss Lachenbruch.

Violin. An opportunity is offered all those who wish to study the violin, by means of class or individual instruction. Classes for ensemble work will be formed. \$10.00 per term.

Hours by special arrangement with instructors.

Appreciation of Music. See Special Courses.

Natural Science.

Biology E 21-22—General Biology. This course aims to introduce the students to animal and plant life through an intensive study of representative types.

The work includes discussions of biological principles, economic phases, leading scientists connected with botany and zoology, and is supplemented by laboratory demonstrations, illustrative material and reading assignments in the latest literature on these topics. The course covers the requirements for pre-medical work and also for Promotion Licenses. It would be of value, especially when taken with microscopic technique, to people in certain commercial and industrial lines handling such commodities as perfumes, spices, etc. Laboratory work 4 periods, lectures 2 periods, one year; 6 credits. Hours to be arranged Monday, September 29, 7 P. M. Room 10. Laboratory fee \$5.00.

Biology E 41—Industrial Bacteriology. This course is designed primarily to provide supplementary bacteriological knowledge and training to laboratory workers in chemical and food analysis, in hygiene and sanitation, and in domestic science. The work includes biological examination of water, milk, and other foods, also air, soil, sewage, etc., with preparation of the necessary culture media. 3 periods per week; 1 credit. Hours to be arranged. First meeting Monday, September 29, 7 P. M. Laboratory fee \$5.00. Miss Hallock. Room 29.

Biology E 44—Bacteriological Technique. This course aims to give to qualified students a thorough foundation in general bacteriological theory and technique. The work includes (1) preparation of standard media; (2) training in routine laboratory procedure as plating, isolation of pure strains, staining, etc.; (3) laboratory study of the principal groups of pathogenic micro-organisms with accompanying diagnoses; (4) methods of biological examination of air, soil, water, milk, sewage, etc.

Present conditions are increasing the demand for trained workers in bacteriology. This course is planned to increase the efficiency of laboratory workers, also to prepare assistants for public and private laboratories, hospitals, dispensaries, etc. 6-8 periods per week; 3 credits. Monday, Wednesday, Thursday, 7-9.45. Room 29. Laboratory fee \$5.00. Miss Hallock.

Biology E 45—Clinical Pathology. Special laboratory practice in bacteriology and elements of clinical pathology. Open to a limited number of students who have completed Biology 44. Occupies a minimum of six hours per week. Tuesday and Friday 7-9.45. Room 29. Laboratory fee \$5.00.

Biology E 43—Microscopic Technique. Theory and practice with micrometers, camera lucida; methods of preparing temporary and permanent mounts, both plant and animal tissues; fixation; double staining; embedding in celloidin and paraffin; practice with sliding and rotary microtomes. Recommended for those who wish to become assistants in commercial laboratories or hospitals. 4 to 6 hours a week, hours to be arranged; first meeting September 30, 7 P. M. Room 10.

Physical Science

Physics E 1—Elementary. Work in mechanics, heat, and sound. Lectures, recitations, and laboratory work. 3 credits. Tuesday and Thursday 7-9.45. Room 212. Laboratory fee \$5.00.

Physics E 2—Elementary. Work in light, and in electricity. Prerequisite: Physics 1 or equivalent. 3 credits. Tuesday and Thursday 7-9.45. Room 212. Laboratory fee \$5.00.

Chemistry

Chemistry E 1—Introduction to the Study of Chemistry. Fundamental laws and theories of chemistry will be taken up together with sufficient descriptive chemistry to illustrate and elucidate the general principles of the science. No previous knowledge of the subject is necessary. 6 periods; 3 credits. Monday and Wednesday 7-9.45. Room 39. Laboratory fee \$10.00.

Chemistry E 2—Introduction to the Study of Chemistry continued. A continuation of Chemistry E 1. Mainly descriptive. Prerequisite: Chemistry E 1 or equivalent. 6 periods; 3 credits. Monday and Wednesday 7-9.45. Room 39. Laboratory fee \$10.00.

Physiology and Hygiene

Physiology E 1-2. Introduction to human anatomy and physiology, with special attention to those topics which have a practical bearing on Hygiene and Psychology. Lectures, recitations, collateral reading, demonstrations, and experiments. This may be taken as the year of required science. It is part of the Natural Science and Domestic Science minors. 1 year; 6 credits. Hours to be arranged. First meeting Thursday, October 2, 7 P. M. Room 36.

The following courses are open to all students without prerequisites as far as there is room. No academic credit is given for these courses when they are taken alone; they are part of the laboratory work required in certain specified courses.

Home Nursing. Home care of bedridden patients, comforts for invalids, care of infants, occupations for convalescents, etc. Lectures, collateral reading, demonstrations, practice, visits to institutions. 1 period, one half-year; with field work in addition. Hours to be arranged. First meeting Wednesday, October 1, 7 P. M. Room 36.

First Aid to the Injured. Aseptic treatment of wounds, bandaging, emergencies of home, school, and outdoor life, resuscitation, transportation of the injured, the making of surgical dressings, etc. Lectures, collateral reading, demonstrations, practice. 1 period, one half-year. Hours to be arranged. First meeting Wednesday, October 1, 7 P. M. Room 36.

Physical Training

E 3-4—Tactics. Exercises as in Gymnastics 1-2, with special attention to posture; dancing technique and port de bras; simple classic and national dances. Required of all students. 2 periods, one year; 2 credits. Tuesday and Thursday 7.30-8.20 and 6.40-7.30. Gymnasium.

E 11—Dancing. Elementary technique and port de bras; simple classic and national dances. Folk dances, including the English contra dances. Tuesday 7.30-8.20. Gymnasium. Fee \$5.00.

E 12-13—Dancing, Intermediate. Open to students who have completed Physical Training 11 or its equivalent. No credit. Monday 5.30-6.30. Thursday 8.30-9.30. Gymnasium. Fee \$5.00.

E 13—Folk Dancing. Especially the English folk dances. Open to all students. No credit. Thursday 8.30-9.30. Gymnasium. Fee \$5.00.

E 10—Kinesiology. The principles and mechanisms of bodily movement; brief anatomy of bones and muscles; joint leverage; types of muscular contraction; relation of muscular efficiency to posture; analysis of gymnastic and athletic exercises. 2 periods, one half-year; 1 credit. Hours to be arranged. First meeting Thursday, October 2, 7 P. M. Gymnasium.

E 25—Anthropometry and Corrective Gymnastics. Methods of making physical examinations; recording results; their value and interpretation in relation to general and organic health conditions; simple tests of vision and hearing; posture; orthopedic defects and their correction; spinal curvature, weak and flat feet, round shoulders, etc. 2 periods, one half-year; 1 credit. **Special classes will be arranged for public school teachers.** Hours to be arranged. First meeting Thursday, October 2, 7 P. M. Gymnasium.

COMMERCIAL AND BUSINESS COURSES

Business English. A course offered to students who desire training and practice in the effective use of the English language, both spoken and written, and particularly in that readiness and accuracy of expression essential in the business world to-day. Recitations, lectures, assignments. Principles of literary style applied to business composition, oral and written. Arrangements of reports and catalogues. The handling of correspondence, including filing and indexing; training in the effective presentation of facts and material, including principles of salesmanship and advertising. Special consideration will be given to the individual needs, aims and standards of the students. 3 periods. Monday and Wednesday 8.25-9.45. Room 210. Fee \$7.50.

Bookkeeping and Elements of Accounting I. An elementary course for beginners. No previous bookkeeping knowledge necessary. The study of individual accounts leads to a study of the theory of debit and credit, followed by practice in the books of record of a business. Business forms are studied and are used as the basis for entries. The making as well as the interpretation of simple Gain and Loss Statements and Balance Sheets is gone into in detail. One semester, three hours a week. Mr. Ide. Tuesday and Thursday 7-8.20. Room 105. Fee \$10.00.

Bookkeeping and Elements of Accounting II. Continuation of Accounting I. Special journals are developed. Controlling accounts are taken up, these leading to the use of columnar journals and special ledgers. A further study of business and financial statements is made. One semester, three hours a week. Mr. Lobenthal. Tuesday and Thursday 8.25-9.45. Room 105. Fee \$10.00.

Principles of Accounting. A study of the underlying principles of accounting. The course consists of lectures and the working of problems in class and as home assignments. The topics studied are. single entry, changing from single entry to double entry, partnership in all its aspects, corporations, financial difficulties. Special stress is laid on the preparation of Gain and Loss Statements and Balance Sheets during each part of the work.

This course is especially intended for bookkeepers and for those who teach or intend to teach the subject. A thorough knowledge of bookkeeping is a prerequisite to the course. One year, three hours a week. Mr. Ide. Room 104. Tuesday and Thursday 7-8.20. Fee \$10.00.

Cost Accounting. An advanced course for those who have a knowledge of accounting. The object is to develop the underlying principles of cost accounting and to study the application of these to practical problems. The various systems in use will be gone into thoroughly. The presentation of reports and the use of statistical analysis will be studied.

Principles of Accounting or its equivalent is a prerequisite to the course. One year, three hours a week. Mr. Ide and Mr. Lobenthal. Room 104. Tuesday and Thursday 8.25-9.45. Fee \$10.00.

Commercial Arithmetic. A study of fundamental operations applied to business transactions. Special stress on short cuts and practical methods used in business. Practice to insure facility in fundamental operations; study of aliquot parts, of phases of percentage, of interest; checking results; making and interpretation of graphs; use of calculating tables and devices.

The work is planned to be helpful to teachers of business arithmetic and to bookkeepers and clerks.

One semester, three hours a week. Mr. Lobenthal. Monday and Wednesday 7-8.20. Room 210. Fee \$10.00.

Commercial Law. A study of principles which are essential in business. The topics are contracts, agency, sales, negotiable instruments, bailments, partnerships, corporations. As far as possible, the case method will be used.

One semester, two hours a week. Friday 7-9. Room 104. Fee \$5.00.

STENOGRAPHY AND TYPEWRITING

Afternoon Classes:

Stenography

Elementary (Gregg and Pitman).....	M-W-Th	4-5
Intermediate (Pitman)	M-T -Th	5-6
Dictation (Pitman)	T-F 4-5 W	5-6
Room 208. Fee \$10.00.		

Typewriting

Elementary (Sec. I).....	M-W-Th	3-4
Elementary (Sec. II).....	M-W-Th	5-6
Intermediate and Elementary.....	M-T -Th	4-5
Room 102. Fee \$10.00.		

Evening Classes:

Stenography

Elementary (Pitman)	T-Th	7-8.20
Intermediate (Pitman)	T-Th	8.25-9.45
Elementary Dictation (Pitman).....	M-W	7-8.20
Room 208. Fee \$10.00.		
Advanced Dictation (Pitman).....	M-W	7-8.20
Elementary (Gregg)	T-Th	7-8.20
Advanced (Gregg)	T-Th	8.25-9.45
Room 307. Fee \$10.00.		

Typewriting

Elementary	T-Th	8.25-9.45
Intermediate and Elementary.....	T-Th	7-8.20
Advanced Typewriting and Office Practice...	M-W	8.25-9.45
Room 102. Fee \$10.00.		

The course in Advanced Typewriting and Office Practice will consist of typewriter speed practice, transcription of shorthand notes, filing, use of business forms, letter press, mimeograph, adding machines, dictaphone. Practical demonstrations will be given as far as possible.

Prerequisite: A knowledge of the typewriter with a speed of at least twenty-five words a minute.

Special courses for teachers; see under Extension Courses.

EXTENSION COURSES

These courses are primarily arranged for teachers; an enrollment fee of \$2.00 will be charged for each course.

Principles and Methods of Teaching English to Foreigners and the Education of the Immigrant

Conducted under the auspices of the University of the State of New York, Division of Educational Extension, in co-operation with Hunter College of the City of New York and the Board of Education of the City of New York.

Length of Course: Thirty sessions of one hour each. Friday 4.30-5.30. Room 207.

Credit for Course: By the University of the State of New York: A State certificate for satisfactory completion. By the Board of Examiners of the Board of Education of the City of New York: Credit for thirty hours in Methods of Teaching.

Aim of Course: To develop a competent staff of teachers to carry on the work of teaching the foreigner to understand the English language and familiarize him with American customs, laws, and standards of living. Teachers trained for this type of work are needed by the Board of Education for Evening Schools and for afternoon classes in shops and factories; the Council of Jewish Women; the Y. W. C. A.; the Educational Alliance; and other agencies in the nation-wide drive for Americanization.

The class will be conducted by Mr. Henry H. Goldberger, Principal, Public School 18, Manhattan; Instructor Teachers' College, Columbia University.

The class will also be addressed by other specialists.

Class discussions will be supplemented by actual demonstration in schools.

Materials and Methods in the Teaching of Spanish

This course is intended for teachers of Spanish, and will deal with the general principles underlying the teaching of Spanish, with methods of teaching and with the organization of Spanish instruction in secondary schools. Courses of study, textbooks, grammar, history, literature, pictures and charts form the chief topics of study. Mr. M. A. Luria. Thursday 4.15-6. Room 206.

Methods of Teaching in Elementary Schools

The object of this course is to discuss methods of teaching from a practical point of view. The general subjects of questioning; the development method; instruction; drill; induction and deduction in teaching, etc., will be treated. The major part of the course, however, will be devoted to specific methods in arithmetic, history, and geography, reading, spelling, composition, etc. District Superintendent Roberts. 60 hours. Thursday 4.15-6. Room 211.

Practical Problems in Class Teaching and Class Management.

The aim of this course is to consider, in the light of practical experience, a number of specific problems that are to be met by teachers throughout the grades.

Among the topics to be discussed are the preparation and presentation of various subjects of the Elementary School Curriculum; plans and plan books; reviews, tests, drills, homework; the library; backward, average, and subnormal children; school lunches; problems of discipline; attention and interest; the unruly child; physical defects and their relation to misconduct; pupil self-government; training for citizenship; the personality of the teacher; the teacher and the parent, etc.

Lectures, papers by teachers, open forums, model lessons to children, critical reviews of standard textbooks.

The books used will be selected from the following list:

How to Teach the Fundamental Subjects—Kendall and Mirick (Houghton-Mifflin); A Brief Course in the Teaching Process—Strayer (Macmillan); The Educative Process—Bagley (Macmillan); Types of Teaching—Ehrhart (Houghton-Mifflin); How to Teach—Strayer and Norsworthy (Macmillan); The Psychology of the Common Branches—Freeman (Houghton-Mifflin).

District Superintendent O'Flaherty. 60 hours. Wednesday 4.15-6. Room 211.

Methods of Teaching Civics

With particular reference to the new course being offered in the New York City schools. 30 hours. 3 credits. Dr. Luetscher. Wednesday 4.20-6. Room 411.

Materials and Methods of Teaching General Science

The course is organized to meet the needs of the many teachers who are interested in the general science movement, or who will be called upon to teach the new first year course in general science in the high schools of the city. The aims of general science teaching, the organization of such classes, the selection of material, and the methods of instruction will be some of the topics treated in this course. Dr. Edgar Bedford. Friday 4.15-6. Room 212.

Clinic for the Correction of Speech Defects

A 60-hour course giving a thorough, practical training to those desiring to become specialists in the correction of speech defects. Thirty hours will be devoted to theory and thirty hours to clinical practice.

The lectures will include an intimate study of the anatomy, physiology and development of the vocal organs, the psychology of speech and the pedagogical principles and methods employed in the analysis, classification and correction of all cases of defective speech.

This course will prove of invaluable service to all teachers of English or Elocution, Heads of Departments, Superintendents, Physicians, Kindergartners, and those in charge of mentally retarded children. The methods taught are those now employed by the Department of Education in the City of New York.

The class will be under the personal direction of Dr. Frederick Martin, Director of Speech Improvement of the New York Board of Education. Dr. Martin and Dr. Paul V. Winslow, Director of the Speech Clinic at Post Graduate Hospital, will give many of the lectures.

Supervisor of the Clinic and lecturer: Miss Elizabeth McNally, A. B.

Assistant Supervisor of the Clinic and lecturer: Mrs. Harvey J. Cohn, A. B.

Thursday 4-5. Room 156.

Technical Training in Physical Care and Instruction of Physically Handicapped Children

I. Pedagogy; anemic children; tuberculous children; pre-tuberculous children; malnutrition and cardiac cases. 30 hours; 2 credits.

Group segregations based upon physical condition of the child; diseases causing physical handicap; methods of physical examination; physical record cards; open air treatment; outdoor classrooms; fresh air classrooms; open window classrooms; structure; location; ventilation and temperature; personal equipment; special classroom equipment; prognosis of typical diseases causing handicap; relation of relaxed curriculum to each special group; relation to subsequent education and industrial work; method of instruction in preventive work for children exposed to tuberculosis in their homes; daily hygienic morning inspection; personal and home hygiene of the child; home visits; school lunches for physically handicapped children; health of class teacher.

Students will be given practical work in the special clinics of the hospitals of New York City and will be shown the relation of this work to the school life of the child.

Wednesday 4-5. Room 207.

II. Specialized physical training for anemic children; tuberculous children; pre-tuberculous children; malnutrition and cardiac cases. 30 hours; 2 groups. Wednesday 5-6. Room 207.

Practical work and methods of teaching special gymnastics used in elementary schools and clinics, classrooms and playground games, quiet and seat games, especially adopted to the disease causing the physical handicap.

Students will have unusual opportunities to see practical demonstrations and to study typical cases of these various types of physically handicapped children in the special clinics of the hospitals of the City of New York and to hear the lectures of eminent specialists in charge of these special clinics.

Wednesday 5-6. Room 207.

Instructor: Miss Adela J. Smith, Assistant Director of Physical Training, Public Schools, City of New York.

Methods of Teaching Pitman Stenography.

This course is designed to prepare teachers of stenography and to help those now teaching the subject. The course will be practical and will take up the application of the principle of sound pedagogy to the teaching of stenography. Lessons will be given by the instructor and by members of the class under his guidance. The lessons will be analyzed in the attempt to understand the principles governing effective teaching. In addition to preparing lessons, members of the class will be required to read various assignments in standard texts.

Mr. A. M. Sugerman. Friday 4.15-6. Room 210.

Methods Course in Typewriting and Office Training.

This course is designed to cover methods of teaching typewriting and office training, supplemented by sufficient actual practice in the use of the subject matter of each activity to insure practical technical skill. The course will be introduced by a study of the best methods of approach in the mastery of keyboard technique. All of the principles laid down will be applied in actual practice. The introductory work will be followed by the more advanced phases both of learning and of application of method. Much of the advanced work will be correlated with office training.

60 hours. Mrs. SoRelle. Fee \$20. Saturday 10-12. Room 102.

Textbook: Rational Typewriting, by Rupert P. SoRelle.

Office Training: A comprehensive discussion of the phases of office practice directly connected with shorthand, typewriting and secretarial work will form the groundwork of the course. These discussions will be followed in all instances by the practical application of the principles and information acquired.

Textbook: Office Training for Stenographers, by Rupert P. SoRelle.

Methods of Teaching Gregg Shorthand

This course will be a practical adaptation of recognized principles of instruction to the teaching of Gregg Shorthand. Its aim will be to present principles of the organization of classroom instruction which will assist the teacher in obtaining the utmost efficiency.

Such subjects as methods of presentation, blackboard illustrations, penmanship drills, correction of papers, preparation of lessons, co-ordination of shorthand and typewriting, methods of securing skill in writing and in reading, sources and selection of dictation material, and supplementary material will be thoroughly discussed.

Textbooks: The Manual of Gregg Shorthand, Supplementary Exercises in Gregg Shorthand, Gregg Speed Studies, Graded Readings in Gregg Shorthand.

60 hours. Mrs. SoRelle. Tuesday 4.15-6. Room 210. Fee \$20.

Fees: The fee for the combined course in Gregg shorthand, typewriting and office training will be \$32 plus a registration fee of \$2. Teachers wishing to take either the shorthand or typewriting-office training course separately may do so upon payment of \$20 plus a registration fee of \$2.

Stenography Courses for Teachers

Pitman

ElementaryMonday 4.15- 6. Room 210.

AdvancedFriday 4.15- 6. Room 210.

Gregg

ElementaryFriday 4.15- 6. Room 208.

Methods of Teaching Dramatics in Secondary Schools

A study of imagination and the dramatic instinct, and their development through plays, with practical suggestions in dramatizing stories and staging plays. Prof. Prentiss. Tuesday 4.15-6. Room 206.

The Modern Drama in Europe and America

1. The Modern Drama in the History of the Theatre. 2. The Modern Drama in the History of Thought. 3. Foundations: Henrik Ibsen. 4. Foundations: August Strindberg. 5. The French Realists. 6. The French Psychologists. 7. The Naturalists in other European countries. 8. The Psychologists in other European countries. 9. The Rise of British Comedy. 10. The British Naturalists. 11. The Modern Drama in America. 12. The Return of Poetry to the Stage. 13. The Poetic Drama on the Continent. 14. The Poetic Drama in Ireland and America. 15. The Present and Future of the Modern Theatre.

Prof. Lewisohn. Hours to be arranged Thursday, October 2. Room 207.

SPECIAL COURSES

TRAINING FOR SOCIAL SERVICE

A practical course in social work for the community. This course is designed for men and women of experience who wish to prepare themselves for leadership in community service. It is not open to undergraduates except by special permission. Candidates must have a preliminary conference with the instructor before registering.

The character and content of the course, based chiefly on the conditions and problems of New York City and neighboring communities, is as follows: Community study and social service; the community as a social unit; recent growth of the community or neighborhood idea; consideration of New York City as a complex of communities; the family in its relation to the community; the community and local conditions of living; the community and school welfare work; the community and medical social service; the community and its actual political activities; the community as to its racial aspects; the community and organized church work; the community and neighborhood organizations; the community and recreation; specific problems of certain communities.

Certain topics will be presented by speakers of wide experience in their special fields. There will be field work, carefully supervised, and each student will be required to work out one specific problem in community service.

Instructor: Clara Byrnes. Two hours a week, hours to be arranged. First meeting September 29, 4.30 P. M. Room 207. No fee.

APPRECIATION OF MUSIC

Lectures illustrating *Trovatore*, *Carmen*, *Faust*, *Aida*, *Lohengrin*, *Butterfly* and other operas. A cultural course of value in helping the student to understand and appreciate the great masterpieces. The operas are explained and illustrated at the piano, and also by solos of prominent artists. Thursday 8.30 P. M. Auditorium. Open to the public.

X-RAY SCHOOL

X-Ray Course for Technicians. A ten weeks' course. Dr. Fox. Fee \$75.

The purpose of this course is to train technicians, especially for hospital service, doctors' offices and dental X-ray laboratories. It includes physics and anatomy, besides lectures, demonstrations and practical work in the X-ray department of a large hospital. Diagnosis is not taught. For information and registration inquire of the Director Hunter College Evening Session, Park Avenue and 68th Street, New York City.



3 0112 105769639